

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090079-2

REPORTS INVENTORY						CONTROL NO. <i>DD5/OC-012</i>
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.) Office of Communications RD&E Combined Program Call Response					2. TYPE OF REPORT	<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	LOGISTICS	MEDICAL	TRAINING	SECURITY	FINANCE
				ADMIN. GENERAL OTHER (specify)		
				<input checked="" type="checkbox"/> COMMUNICATIONS		
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
two	annually				three	
7. FORMAT (memorandum, form computer print-out, etc) memorandum	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
	YES	IF YES GIVE ADP PROCESSING NO.		OPPB		
	<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report) OC-R&D				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) four - RD&E Program Call Response (from 4 OC components)		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
15/3	\$11.74	320		\$3756.80	1	\$3756.80
14/2	\$ 9.76	400		\$3904.00	1	\$3904.00
6/10	\$ 4.56	80		\$ 364.80	1	\$ 364.80
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$8025.60
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						